

Office of Career and Technical Education Services Calendar of Reports

DUE DATE	REPORT TITLE & FORM NUMBER	CONTACT INFORMATION
30 th of each month	Career, Technical, Adult Enrollment Report – Short Term Class Reports (Formerly VERS 6)	CTE Blair Seaford 804-371-2924
Monthly	Career & Technical Education Requisition for Federal Entitlement	CTE/Finance Becky Marable 804-225-3349
Fall/Winter	Career & Technical Education Accountability Report Form No. NA.010	CTE/Finance Becky Marable 804-225-3349
1 st Friday in October	Secondary Enrollment Demographic Form (SEDF) Fall Report	CTE Blair Seaford 804-371-2924
October 15	Local Performance Report	CTE Blair Seaford 804-371-2924
January 15	Local Performance Report – Interim Progress Report	CTE Blair Seaford 804-371-2924
1 st Friday in March	Secondary Enrollment Demographic Report (SEDF) Spring Report	CTE Blair Seaford 804-371-2924
May 7	Application for Federal Funding (CTEMS)	CTE Robert Almond 804-225-2847
May 31	Career & Technical Education Student Follow-Up Survey Forms	CTE Blair Seaford 804-371-2924
June 3	Career & Technical Education Last Requisition for Federal Entitlement Funds for Fiscal Year that will be reimbursed before June 30	CTE/Finance Becky Marable 804-225-3349

June 3	Career and Technical Education Requisition for State Equipment Purchased Form No. NA.008	CTE/Finance Becky Marable 804-225-3349
June 5	Annual Wage and Hour Report Form No. PA.018	CTE Program Area Specialists 804-225-2833
June 30	Completer Demographics Report	CTE Blair Seaford 804-371-2924
June 30	Career & Technical Secondary Student Enrollment Report (CTERS 2)	CTE Blair Seaford 804-371-2924
June 30	Career, Technical, Adult Enrollment Report, Long Term Class Reports (Formerly VERS 6)	CTE Blair Seaford 804-371-2924

Revised 7/04